

The City of Santa Monica is currently looking for a GIS Intern.

The following describes the GIS Intern position.

MAJOR DUTIES:

Performs work related to the operation and maintenance of the City's Geographic Information System (GIS).

Maintains databases and prepares GIS reports for City departments.

Ensures the accuracy and completeness of digital GIS maps and data files. Updates and changes data and maps as necessary. Prepares GIS maps for use by numerous departments in the City.

Assists system users with new and existing applications.

Develops and maintains positive and constructive working relationships with City employees in various departments.

Collects GIS related data out in the field.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of Geographic Information Systems, working knowledge of ArcView 3.x, working knowledge of ArcGIS 8.x/9.0 a plus but not required, and skill in map creation using cartographic techniques.

Ability to communicate effectively with a wide variety of individuals, perform accurate and timely data entry, read and comprehend technical information, provide effective customer service, and establish and maintain effective and cooperative working relationships with City employees and the public.

College level student or graduate with a concentration in GIS, geography, computer science, or a closely related field. GIS/Cartography certification desirable but not required. Previous GIS project work experience using ESRI software (ArcExplorer, ArcView, ArcInfo, ArcGIS, ArcSDE, or ArcIMS) a plus.

Possession of a valid California Class "C" driver's license.

OTHER JOB RELATED INFORMATION:

Works under the supervision of the GIS Coordinator and technical direction of the GIS Analysts who outline work assignments, occasionally reviews work in progress, and periodically reviews completed work.

Work is regularly performed indoors in an office environment at various City locations. Some work occasionally done outside for data collection.

The GIS Intern is a temporary internship position lasting for up to 960 hours of work (about 6 months when working 40 hours per week). The position should be starting in January 2006 (start date can change). The position requires 20 to 40 hours per week of work. The pay rate is \$13.65 an hour. Benefits are not included in this position.

INSTRUCTIONS TO APPLY:

If interested, please apply online at <http://agency.governmentjobs.com/santamonica/default.cfm> . Apply for the INFORMATION SYSTEMS INTERN position. Although the position has a heavy IT job description, we are using this position to recruit for a GIS Intern. We will be looking for your GIS skills and experience. Make sure you list your GIS skills and other job related GIS experience and projects you have worked on. Also make sure to list GIS software and hardware you have experience with.

We are establishing a qualified list of applicants. The sooner you apply, the more likely you will be considered. Apply as soon as possible!

If you have any questions about the GIS Intern position, please email gis.mailbox@smgov.net .